

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

EDUCATION RESEARCH CONSULTANT

JOB DESCRIPTION

Employees in this job function as professional education research consultants, completing or overseeing a variety of assignments to assist local school districts in conducting their research and assessment projects, or in conducting research, evaluation, and assessment activities for local school districts and department staff.

There are three classifications in this job.

Position Code Title – Education Research Consultant-E

Education Research Consultant 12

This is the entry and intermediate level. The employee performs an expanding range of professional education research consultant assignments in a developing capacity.

Education Research Consultant P13

This is the experienced level. The employee performs a full range of professional education research consultant assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Education Research Consultant-A

Education Research Consultant 14

This is the advanced level. The employee may function as a lead worker or senior worker. At this level employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Plans, conducts, and reviews field studies and other research and assessment projects related to curriculum, facilities, teacher training, allocation of resources, and various school problems.

Conducts workshops for local educators on research and assessment procedures.

Advises and provides technical assistance to local school district personnel in research, evaluation, and assessment activities.

Approves or modifies evaluation, research, and assessment designs submitted by local school districts, universities, or other program-grant applicants.

Plans data collection, reporting, and analysis systems for the evaluation and assessment of education programs.

Designs and coordinates manual and computerized systems to research data; conducts statistical analysis of data to determine program success and effectiveness.

Designs and conducts operations involving issuance of research funding projects, monitors and evaluates projects, negotiates project grants, and develops recommendations for granting boards.

Attends meetings to exchange research and evaluation information.

Consults with local school district research personnel on state law and state board requirements.

Consults with local educators to develop, evaluate, and revise test items and test related materials.

Interprets assessment and evaluation requirements for federally funded projects to state personnel responsible for approving local school district evaluation designs.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

Education Research Consultant 14 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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Education Research Consultant 14 (Senior Worker)

Performs on a regular basis professional education research consultant assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of modern developments, trends, and theories in education and education research, evaluation, and assessment.

Knowledge of the principles and practices of research, evaluation, and assessment.

Knowledge of standard measures and statistical tools used in education research, evaluation, and assessment.

Knowledge of different types of research and methods of gathering and evaluating data.

Knowledge of appropriate uses of objective-referenced and norm-referenced tests.

Knowledge of state and federal laws pertaining to education.

Ability to plan, conduct, and review research and assessment projects in the field of education.

Ability to conduct workshops relating to the work.

Ability to evaluate program-grant applications relating to evaluation, research, and assessment designs and make recommendations accordingly.

Ability to evaluate data.

Ability to analyze, interpret, and apply inferential statistics appropriately, including significance testing.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

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Additional Knowledge, Skills, and Abilities

Education Research Consultant 14 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in education in the social sciences, or mathematics, with not less than eight semester credits in inferential statistics, educational measurement, evaluation design and/or research design (excluding thesis or dissertation credits).

Experience

Education Research Consultant 12

One year of post-master's consultative or administrative experience in education research or empirical research.

Education Research Consultant P13

Two years of post-master's consultative or administrative experience in education research or empirical research, including one year equivalent to an Education Research Consultant 12.

Education Research Consultant 14

Three years of post-master's consultative or administrative experience in education research or empirical research, including one year equivalent to an Education Research Consultant P 13.

Alternative Education and Experience

Education Research Consultant 12

Two years of post-master's degree experience conducting research involving statistical analysis may be substituted for the experience requirements.

Education Research Consultant 12 -14

Possession of a doctorate degree in measurement, evaluation, or research design may be substituted for one year of experience.

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Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
EDUCRSCST	Education Research Consultant

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Education Research Consultant-E	EDRSCSTE	W22-045
Education Research Consultant-A	EDRSCSTA	W22-050
Education Research Consultant-A	EDRSCSTA	NERE-152

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